



# Introducing the new "HOW TO" Series

designed for small businesses

"Essential knowledge for due diligence"

3 hour sessions, exclusive to NCA



Q: Why do members need it?  
A: Compliance/Due Diligence



Q: What are the members saying about the trainer?  
A: "I enjoyed the way Ella presented everything. Easy to learn and understand."



Q: How can it save members money?  
A: Reduced Fines/Charges

## 1) FILL OUT A FORM 7 PROPERLY AND OTHER WSIB PAPERWORK:

- Basics of this WSIB form
- Timelines to follow
- Completing a form

Date: Coming Soon

Time: 8:30 - 11:30 am | Cost: \$125 +HST



## 2) UNDERSTAND MANDATORY POSTINGS:

- What the laws require
- Where to post
- Who posts what

Date: Coming Soon

Time: 12:00 - 3:00 PM | Cost: \$125 +HST

## 3) DO AN INSPECTION:

- What to look for
- Includes forms
- When to do them - types

Date: Coming soon

Time: 8:30 - 11:30 am | Cost: \$125 +HST

**INSPECTION**

**Passed**   
**Failed**



#### 4) DO AN INVESTIGATION:

- When to do one
- Why
- How to complete the form

**Date:** coming soon

**Time:** 12:00 - 3:00 PM | **Cost:** \$125 +HST

#### 5) CONTACT THE MOL AND WHEN:

- Change to critical injury and reporting
- Who contacts MOL or WSIB and when

**Date:** Tuesday, February 18, 2020

**Time:** 8:30 - 11:30 am | **Cost:** \$125 +HST



#### 6) DO A REPORT FOR THE MOL:

- What is included
- Easy format to use
- What to include

**Date:** Tuesday, February 18, 2020

**Time:** 12:00 - 3:00 PM | **Cost:** \$125 +HST

#### 7) PERFORM A DAILY HAZARD ANALYSIS:

- Why do them
- Who requires them
- How to complete

**Date:** Tuesday, February 25, 2020

**Time:** 8:30 - 11:30 am | **Cost:** \$125 +HST



#### 8) COMPLETE A TASK ANALYSIS:

- Difference between task analysis and hazard analysis
- Purpose
- How to complete

**Date:** Tuesday, February 25, 2020

**Time:** 12:00 - 3:00 PM | **Cost:** \$125 +HST

#### 9) COMPLETE A RISK REGISTRY (RISK ASSESSMENT):

- When
- How to complete
- Use in orientation

**Date:** March 2, 2020

**Time:** 12:00 - 3:00 PM | **Cost:** \$125 +HST



## REGISTRATION FORM

Pre-payment is needed for this registration. We require 48 business hour advance notice for cancellation. \*No shows will be billed.

Instructor: Ellaline Davies, President  
Safety Works Consulting Inc.

